

Effective September 2011, the Nebraska Department of Labor will implement changes to our UICONNECT website in order to enhance account security.

Please follow the instructions below to set your secure password.

1) Welcome

Welcome to UlConnect

UICONNECT is your link to Nebraska Unemployment Insurance (UI) Programs. This website provides employers the tools and resources needed to conduct UI tax and benefit functions with ease. Please use the links below to login to UICONNECT.

Do you need to?

- . File and Pay Quarterly Combined Tax Reports
- Apply for an Employer Account Number
 Amend or Review Quarterly Reports
- Manage or Edit Your Account
 Review Rate Information
- Read Important Information Regarding Your Account
- . Complete Employers Request for Separation Information (Form 350)
- Appeal a Benefit Claim
- · Complete Benefit Payment Audit

Explore the Online Tutorial to become familiar with UICONNECT and how you can put it to work for your business or organization.

Click on "Nebraska Liable Employers"

2) Account Login

To LOGIN enter your ten (10) digit Nebraska Employer Account Number and password. If you have not created your own password, a one-time use password can be found on your most recent combined tax report (UI 11-T).

Available For Assistance

Monday - Friday 8.00 AM to 5.00 PM Central Time Help Desk: 402.471.9898

Email: NDOL.UICContact@nebraska.gov



Click here:

Enter your ten (10) digit Nebraska **Employer Account Number and your** current password (previously PIN)

UICONNECT will logout automatically after 30 minutes of inactivity.

Auto logout does not save data nor does it ensure the session has been closed. Please LOGOUT after each session for security purposes.

If you do not have a ten (10) digit Nebraska Employer Account Number, click on APPLY to complete an application



3) Update Password

In order to enhance the security of your account, please update the following

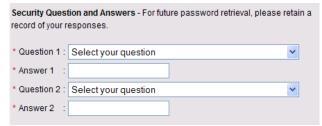
* All fields are required
Create A New Password
* New Password :
* Verify Password :

Create a secure confidential password

Your Password must be in the following format:

- Must contain at least eight (8) characters
- Must include 3 of the following 4:
 - At least one (1) upper case character
 - At least one (1) lower case character
 - At least one (1) numeric character
 - At least one (1) symbol
- Must not include any of the following values: Password, Nebraska, Admin, Husker
- Your password will expire in 365 days

4) Add Security Questions and Answers



← Select two security questions and answers. Please retain a copy of these responses for future password retrieval

Your Security Questions and Answers must be in the following format:

- Security questions cannot be the same
- Security answers
 - Must contain at least five (5) characters
 - o Cannot be identical
 - o Cannot include the # symbol

5) Add Contact Information



← Provide a contact name and email address

ATTENTION:

It is essential that the email address provided is accurate and remains current as this address will be used if you are locked out of UICONNECT

6) Success!

Password changed successfully
Congratulations! You have successfully updated your password.
Please <u>Click Here</u> to login using your new password.
We have sent a confirmation email to :
Please check your email INBOX for a confirmation message from UIConnect as
we will be sending all future official notifications to the email address above.
Having problems receiving the email?
Verify that you have provided the correct email address.
Please check your SPAM email and, if necessary, add
NDOL.UIConnect@nebraska.gov to your approved sender list. If you do not receive a confirmation email, please contact the UIConnect Help Desk
at 402.471.9898.

← Congratulations! You will now be redirected to the Welcome Screen to login using your updated password